

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
<http://www.oa.mo.gov/acct>

James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: January 20, 2004
RE: REPV FY 05 Table Upload Memo

For FY 05 Recurring Payment Voucher (REPV) table set up, agencies have two options. An agency can elect to input the FY 05 REPV data directly into SAM II Financial or prepare a file and submit the file through File Transfer Protocol (FTP).

If your agency had FY 04 REPV table entries and your agency wants to upload the FY 05 entries, your agency may obtain the FY 04 entries from the Data Warehouse Ref_Recur_Pymt table. The information that is to be established for FY 05 will need to be sent through FTP in the file layout that is on the SAM II Financial Web Site under Interface Information, Agency Interface Specifications, Accounts Payable Documents.

The REPV table interface layout can be used for sending test files immediately. Once your agency test files are approved by OA/Information Services you can then submit your file to run in update mode. The file to be ran in update mode must be submitted to the Office of Administration on or before Monday, July 19, 2004, prior to 5:00 p.m. The upload for this table will occur on Monday, July 19, 2004, during the nightly cycle. This will provide agencies four working days to manually enter any items that reject during the upload of the REPV table. Please note that any additional REPV table entries or updates needed after July 19, 2004, 5:00 p.m., will need to be entered by agencies online. This REPV upload using the FTP process will only be ran annually.

Report OFN014C1 entitled "REPV Table Load Warnings & Errors" will be posted to MOBIUS after the upload of the REPV table to assist you in identifying the REPV entries that did receive warning and error messages. The MOBIUS retention period for this report will be 12 months. We encourage you to review this report and correct any warnings and errors to prevent error messages on documents that are processed in FY 05. If an entry on the file your agency submits to us rejects and does not post to the FY 05 REPV table, then your agency will need to enter the FY 05 REPV table entry directly into SAM II.

The change to submit files through FTP will eliminate spreadsheets and provide for the automated transmission of the data.

The agency technical staff may contact OA/Division of Information Services at 573-522-1500 (option 1 for Financial) regarding the procedure to set up the FTP.

Please distribute this information to all applicable staff in your agency. If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact OA/Division of Accounting Agency Customer Service desk if necessary.